

Goldwyn School

# **Person Specification:** Arbor and Data Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | • 5 GCSE A\* - C (or equivalent) including English and Maths **E**  • Further relevant qualifications which link directly to the role **D** |
| **TRAINING** | * Arbor related training **E** * Ongoing professional development undertaken within previous roles **E** |
| **EXPERIENCE** | * Minimum 2 years’ experience using Arbor MIS in a school or trust setting **E** * Experience supporting staff and stakeholders in using MIS systems **E** * Experience in the management of data and the production of reports **E** * Experience working in or supporting SEN schools **D** |
| **KNOWLEDGE**  **SKILLS AND ABILITIES** | * Strong understanding of school data processes and statutory requirements **E** * Good understanding of Data Protection **E** * Proven ability to manage and analyse complex data sets **E** * Familiarity with SEN data and provision tracking **D** * Experience working in or supporting SEN schools **D** * Skills in Power BI, Excel, or other data analysis tools **D** * Experience with data migrations and system transitions **D** |
| **PERSONAL QUALITIES** | * A strong commitment to the school’s vision: *Aspire, Empower, Achieve* and its core values: *Resilience, Empathy, Aim, Commitment, Heart* **E** * High levels of integrity and emotional resilience **E** * Excellent attention to detail and problem-solving skills **E** * Essential Strong numeracy, analytical and literacy skills **E** * Recognises the need for and maintains a high degree of confidentiality **E** * Ability to work on own initiative with minimum supervision * Ability to plan ahead and manage concurrent workflows * Effective time management **E** * Positive attitude **E** |
| **OTHER**  **REQUIREMENTS** | * Willingness to travel between school sites **E** * Commitment to ongoing professional development and safeguarding training **E** * Understanding of and commitment to equality, diversity and inclusion * Willingness to contribute to wider school life **E** * Sense of humour **E** |